

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Assistant Fire Marshal****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Supervises inspectors, directs the fire inspection program, conducts building inspections, hazardous materials inspections and provides fire education programs to the general public.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	M	Directs the inspection program by supervising inspectors, assigning work schedules for ladder company inspection program, reviewing reports, performing employee evaluations, tracking employee certification, assigning tasks, answering questions, resolving complaints, researching files, conducting inspections, coordinating with other departments and writing notices of violations.
2	L	Administers Fire Safety Program by arranging and conducting public programs and training.
3	L	Maintains administrative requirements by typing inspection sites details, distributing information and reports, sorting and filing incoming reports, tracking permits, and logging inspection results.
4	L	Performs related duties by performing law enforcement functions as required.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training in code enforcement past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Four (4) years combined experience as a Firefighter EMT, EMT-ST, EMT-C, EMT-P or Fire Inspector.
Certifications and Other Requirements	Valid Driver's License; current Virginia Department of Fire Programs Certifications in Fire Inspector II, Fire Officer I (must achieve and maintain within one (1) year of promotion to the rank of Assistant Fire Marshal), Hazmat Awareness and Operations, Emergency Vehicle Operations and/or other "Firefighter Professional Qualifications" as required by the Virginia Administrative Code, current Virginia Department of Health certification as an Emergency Medical Technician (EMT)-Shock Trauma, Cardiac or Paramedic; American Heart Association certification in Basic Cardiac Life Support for Health Care Providers.
Reading	Work requires the ability to read codes, standards, amendments and plans.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as calculate water flow.
Writing	Work requires the ability to write various reports.
Managerial	Managerial responsibilities include supervising inspectors, assigning tasks, scheduling appointments and programs and monitoring training.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a unit of a department and may recommend budget allocations.
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contact others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Work's with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers and sales representatives.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
--	--	--	--	----------------------------

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Property inspections, use of office equipment, observations, supervision, training for inspectors, writing tickets or citations, presentations or speaking engagements, various code enforcement tasks
Sitting	F	Computer, desk work, meetings, driving
Walking	F	Inter-office, to/from meetings, to/from property inspections, within property or inspection site
Lifting	F	Books, office equipment and materials, flashlight, radio, pager, small tools, clipboard, tape measure, cellular telephone, forms, files, audio-visual equipment
Carrying	F	Books, office equipment and materials, flashlight, radio, pager, small tools, clipboard, tape measure, cellular telephone, forms, files
Pushing/Pulling	R	Moving heavy objects
Reaching	F	Testing smoke detectors and emergency lights
Handling	F	Books, office equipment and materials, flashlight, radio, pager, small tools, clipboard, tape measure, cellular telephone, forms, files, audio-visual equipment
Fine Dexterity	F	Computer keyboard, telephone keypad, calculator, radio, writing
Kneeling	F	Conducting property inspections, code enforcement, filing in file cabinet drawer
Crouching	F	Conducting property inspections, code enforcement
Crawling	R	Property inspections
Bending	F	Property inspections, code enforcement, filing in file cabinet drawer, training for inspectors
Twisting	F	Property inspections, filing in file cabinet drawer, training for inspectors
Climbing	F	Fire escapes, stairs
Balancing	F	On fire escapes, access to barge
Vision	C	Computer, desk work, driving, inspections, setting up audiovisual equipment or displays, observations, supervision, training
Hearing	C	Telephone, co-workers, supervisor, citizens, property owners, staff, radio, cellular telephone
Talking	F	Telephone, co-workers, supervisor, citizens, property owners, staff, radio, cellular telephone
Foot Controls	F	Driving
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Motor vehicle, telephone counter, CO detector, small hand tools, clipboard, flashlight, telephone, office supplies, command radio, pager, fax machine, calculator, computer, Standard Microsoft Windows and Office software, laser or inkjet printer, Internet, Firehouse software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
-----------	-------------------------------	--------------------------------	----------------	-----------

HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	D	Dirt and Dust	D
Chemical Hazards	M	Extreme Temperatures	S
Electrical Hazards	D	Noise and Vibration	D
Fire Hazards	W	Fumes and Odors	M
Explosives	S	Wetness/Humidity	M
Communicable Diseases	M	Darkness or Poor Lighting	D
Physical Danger or Abuse	M		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	X

(1)

(2) Fire scenes

PROTECTIVE EQUIPMENT REQUIRED:

Turn out gear, self-contained breathing apparatus, gloves, SCBA, helmet, safety glasses, safety shoes, Hazardous mat suit, firearm, bullet proof vest

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
--	--	--	--	----------------------------

NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)